



# E-PORTFOLIO DISTANCE INTERNSHIP



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# E-PORTFOLIO AND DISTANCE INTERNSHIP

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## PREFACE

Dear Reader,

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[Title of Writer]  
[FULL NAME OF WRITER]

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# E-Portfolio

## 1

### WRITER



**MERAL GUVEN**



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02. Differences Between E-Portfolio and Portfolio
03. Advantages and Disadvantages E-Portfolio and Distance Internship

# GENERAL DESCRIPTION OF E-PORTFOLIO AND DISTANCE INTERNSHIP

The advances in technology and the internet have created new options in testing and evaluation, and have provided opportunities for portfolios to be created and presented through electronic the media. All these advancements have led to the introduction of e-portfolios. E-portfolios or electronic portfolios refers the genuine products of the students which are collected and saved digitally in electronic media. In other words, e-portfolio is the web-based collection of an individual's work. E-portfolios can be used to evaluate how much the students have achieved their learning goals, to provide feedback and to guide the students to future studies. E-portfolios are generally utilized for three different aims (Gülbahar and Köse, 2006):

1. Learning portfolios (aiming for development): This type of portfolio is used to support professional development and formative evaluation.
2. Evaluation portfolios (aiming for evaluation): This type of portfolio is used for summative evaluation based on performance.
3. Work portfolios (aiming for presentation): This type of portfolio supports the job search and career advancement through the presentation of electronic files and projects.

E-portfolios help the individuals take responsibility for their own learning by creating learner-centered atmosphere (Hewett, 2004). In this way, it helps the individuals to focus on learning instead of individual projects or products. In other words, e-portfolios are not the result of the learning process but a part of it (Garthwait and Verrill, 2003). That is why e-portfolios can contain a wide variety of products. They may include web pages, reports, presentations, articles, animations, films, sound files, graphics, bridges or links to other online resources, concept maps, posters and all the other products that learners can prepare. As they include real samples and provide an opportunity to reflect the learning, e-portfolios provide benefits especially for adult learning by offering authentic evaluation (Carliner, 2005).

In the process which begins with the creation of portfolio and ends with the presentation of portfolio, individuals carry out very different stages such as collecting, choosing, reflection, guiding and presentation. In the process of collecting and choosing, individuals find the opportunity to associate their prior knowledge with the new ones. In reflection process, the individual can find the opportunity to concretize the content and to realize his or her own competence. Guiding is the phase where the individual finds the chance to compare the criteria and success indicators. Presentation is a learner-centered activity in which different multiple media options can be used together and through which the learner improves himself. (Mason, Pegler and Weller, 2004).



## QUESTION #1

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In your opinion what are the benefits of e-portfolios to an individual?

Check Yourself

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Distance internship, can be defined as the internship program which is carried out in virtual environment instead of working in a workplace between 9 am. and 5 pm. without personal links or physical environment such as office or desk. Columbia University and George Fox University have established virtual intern programs and have been important centers for these practices. Both Columbia University Virtual Internship Program ([www.careereducation.columbia.edu/findajob/cce-internship/vip](http://www.careereducation.columbia.edu/findajob/cce-internship/vip)) (VIP) and George Fox University Career Centers ([www.georgefox.edu/offices/career\\_services/internships/internshipcenter\\_home.html](http://www.georgefox.edu/offices/career_services/internships/internshipcenter_home.html)) offer the individuals brand new opportunities to improve professional skills and obtain experience. These programs provide the individuals with worldwide virtual internship opportunity in a wide range of career fields. With these practices, interns can contribute to different projects by joining team work from the places they are located. Distance internship practices have many advantages both for the employers and the interns.

The performance of the individual in distance internship programs can be monitored through e-portfolios. Therefore, the most important evaluation tool of distance internship is in a sense e-portfolio. Individuals can prepare their e-portfolios, which is described above, for this purpose.



## QUESTION #2

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How would you rate a distance internship program?

Check Yourself

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# DIFFERENCES BETWEEN E-PORTFOLIO AND PORTFOLIO

Portfolios are used in all levels of education from primary to higher education, as well as in professional and job-oriented trainings, and in occupational life. A portfolio represents the collection of an individual's work, showing their efforts, progress and success in one or more fields. The process of portfolio development and its assessment is referred to as portfolio evaluation. The definition of portfolio has changed and improved over time. Previous definitions have expanded to include individual's participation in choosing the evidence of performance and determining the content in addition to self-evaluation.

Portfolios are individual improvement files which aim at evaluating learners holistically. While traditional evaluation methods emphasize on the deficiencies in individuals' learning, portfolio evaluation covers the success of the individual along with the deficiencies in learning and offers them the opportunity to take responsibility for their own learning and monitor their personal progress. Portfolio can be used for different purposes:

- » To make summative and formative evaluation.
- » To evaluate some learning outcomes which are hard to assess with the traditional methods (personal development, self-directed learning, the ability to make reflections, self-evaluation of the progress, professionalism).
- » To show the progress of the learners in the direction of succeeding learning outcomes.
- » To reveal the evidence for performance which is obtained in a specific period of time from various sources.
- » To determine the fields which need to be improved in the curriculum.
- » To provide data for future educators by revealing the typical performance of the learners.

The pen and paper based traditional portfolio has been transferred into electronic environment by the advancements in informatics technologies. According to Chang (2001), e-portfolio is "the version of all the learner practices that can be read from a computer". Besides having all the positive aspects of traditional portfolios, e-portfolios contribute to drawing a richer, more accurate and real picture of learning and do this in a more portable form (Pullman, 2002). Individuals reflect continuous progress and change by presenting their documents with multiple media (picture, graphics, audios, films, animations and texts). E-portfolio is not a filing system which is comprised of a random collection of these materials (Barrett, 2000). On the contrary, it consists of the products purposefully and selectively created by the learner. Contextual aspect is presented and followed in time. It enables to communicate in a variety of media with a large scale informatics from learners.

E-portfolio resembles to the traditional portfolio; however, differently from the traditional ones, e-portfolios require the usage of a combination of electronic media sources such as multimedia programs, databases, word processing software, web design programs. (Kovalchick, Milman, and Elizabeth, 1998). In spite of this, e-portfolios are preferred more commonly than the traditional ones due to their easy storage and mobility features. In conclusion, although portfolio and e-portfolio bear common features, they differ from each other as portfolio is mostly based on paper and pen, and e-portfolio is composed in electronic platform and in different ways.



### QUESTION #3

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In your opinion what is the basic difference between portfolio and e-portfolio?

 Check Yourself

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The video in the link below shows a power point presentation of an e-portfolio for graphic design.

Video -> [https://www.youtube.com/watch?v=4-eA\\_qwKy1I](https://www.youtube.com/watch?v=4-eA_qwKy1I) !!!!!!! Video Eklenecek

# ADVANTAGES AND DISADVANTAGES E-PORTFOLIO AND DISTANCE INTERNSHIP

E- portfolios provide many benefits to the individuals. They help to improve the metacognitive skills of the individuals. E-portfolio and distance learning allow individuals get to choose their own topics of study and provide reasons for their choices. In this way they think about their choices, scrutinize over their reasons, and evaluate their strengths and weaknesses.

E-portfolios also make contributions in terms of revealing critical thinking skills. Individuals get to review their prior experiences using reflective strategies hence allowing them to perform tasks they are more qualified in. This is regarded as very important in terms of revealing the personal progress of the individuals. It encourages individuals to be independent thinkers and increases their self-confidence by improving their current skills. However, preparing an e-portfolio is a long-term process. It can be both time consuming and of costly. If the individuals are not guided efficiently about how to prepare an e-portfolio, they may encounter a variety of problems.

In addition to these, distance internship has many benefits to interns. The benefits include:

- » Bridges the geographical gap by allowing interns to participate from any part of the world
- » It enables to practice internship in any time of the year. Allows for all year round participation.
- » It is independent from the physical environment.
- » Since there is no need for office space, there is reduced cost for infrastructure and transportation.
- » It offers an excellent environment for teamwork.
- » It enhances self-discipline and motivation.

Despite the host of advantages associated with distance internship in recent years, it however also suffers from a few setbacks. First of all, distance internship may not give us sufficient information about what kind of qualifications the interns have in terms of communication skills. Also, the e-portfolios or the products they present may not be the original works of the learner. However, these problems can be overcome with the help of effective evaluation techniques.



## QUESTION #4

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Do you know of anyone who has participated in a distance internship program? What is their evaluation of the program?

 Check Yourself

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# CHECK YOURSELF



## ANSWER #1

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Possible Response: E-portfolios are important tools that individuals can use to show their professional development as well as share their professional products.

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## ANSWER #2

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Possible Response: Distance internship programs feature many advantages of technology and therefore is highly appealing.

Go Back



## ANSWER #3

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Possible Response: Portfolio can be defined as a product file formed on paper by the learner while e-portfolio is a product file organized in electronic environments in different ways.

Go Back



## ANSWER #4

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Yok !!!!!!!!!!!!!!!!!!!!!!!

Go Back



# Creating a Killer E-Portfolio to Succeed in Your Career

## 2

### WRITER



**BUKET KIP KAYABAS**



### CHAPTERS

*Click to the titles for navigate to related content.*

01. Introduction
02. How to Create e-Portfolio?
03. Blogs for e-Portfolio
04. The Impact of E-Portfolio on Students' Personal Development

# INTRODUCTION

The portfolio is to provide a “richer picture” of a person’s abilities, and to show growth over time. It’s quite simply a website that enables users to collate digital evidence of their learning and experiences. E-portfolios contain a wide range of digital files, including but not limited to, text or PDF documents, videos, sound files, images and links to other websites or online resources. In many cases, e-portfolios are used as part of faculty and student evaluation along with other assessment tools such as standardized tests. And also they are used for job applications.

In this unite we are going to examine levels and parts of creating an e-portfolio, how to create an effective e-portfolio and the impact of e-portfolio on students’ personal development. Let’s look at the order point.

## HOW TO CREATE E-PORTFOLIO?

e-Portfolios are a creative means of organizing, summarizing, and sharing information along with personal and professional growth. The reflective process of portfolio development can be as important as the final product. A portfolio is a sampling of the breadth and depth of a person’s work conveying the range of abilities, attitudes, experiences, and achievements.

In unit 4 you will find detailed information and a chance to create an e-portfolio. In this unit we will describe creating an e-portfolio and examine parts of it.

### **Collection Process**

The collection process is the primary activity of creating a portfolio. In this point best advice is “Don’t save everything”. Save enough to be able to demonstrate your experiences and artifacts.

### **Selection Process**

In the selection phase, the portfolio developer examines what has been collected to decide what should be moved to display portfolio. The selection criteria should reflect the experiences and artifacts that the portfolio is demonstrating.

### **Reflection Process**

At the reflection stage, articulate your thinking about each piece in their portfolio.

### **Projection Process**

In the projection or direction stage, review reflections on your learning and experiences taking the opportunity to look ahead and set goals for the future. At this stage, you should see patterns in their work and use these observations to help identify goals for future learning and experiences.

## Connection Process

In this stage, the portfolio is presented to the appropriate audience and discussed in meaningful conversation. You can also think this process as “publishing in the web”.



### QUESTION #1

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Which of the following can not be considered as e-portfolio creation process?

- A. Collection process
- B. Selection process
- C. Reflection process
- D. Projection process
- E. Searching process \*\*\*

 Check Yourself

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## BLOGS FOR E-PORTFOLIO

A key part of personal development process is recording and reflection your education information and development activities. There are many platforms that can be used to prepare an e-portfolio. The best platform is a blog.

An e-Portfolio is an electronic collection of personal achievements, developments and reflections that can be sent to potential employers to supplement any CV. Having researched blogs over many years, favourite blogging platforms is Wordpress.com.

*In Unit 4 you will find detailed guide describing the steps of setting and creating an ePortfolio on wordpress.com.*

### Why you should choose blog for creating e-portfolio?

- » Blogs can store and organise content in several dynamic ways including chronologically or personalised tagging systems. It is like a diary.
- » Blogs have the capability to present a personal profile to the world. It is like a website.
- » Blogs enable people who are interested in your development to follow your activities easily using RSS feeds. It is like subscribing to a newspaper.

These features make blogs the perfect platform to create an e-Portfolio.



## QUESTION #2

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Which of the following is/are the superior features of blogs for creating e-portfolio?

- I. Blogs can store and organise content in several dynamic ways including chronologically or personalised tagging systems.
  - II. Blogs have the capability to present a personal profile to the world.
  - III. Blogs enable people who are interested in your development to follow your activities easily using RSS feeds.
- 
- A. Only I
  - B. Only II
  - C. I-II
  - D. I-III
  - E. I-II-III \*\*\*

 Check Yourself

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# THE IMPACT OF E-PORTFOLIO ON STUDENTS' PERSONAL DEVELOPMENT

Digital portfolios allow people to showcase themselves and provide an opportunity for reflection and continued professional growth.

### **Students**

Students can demonstrate their abilities and interests using their portfolio to display and collect their work.

They can collect:

- » Coursework and projects
- » Exhibits and artifacts
- » Assessments and awards
- » School activities
- » Internships and volunteer work

### **Teachers**

Educators can create a portfolio to display and share their skills.

- » They can collect:
- » Lesson plans
- » Practices
- » Philosophies
- » Resume
- » Transcripts
- » Diplomas and certificates
- » Presentations
- » Publications
- » Reflections
- » Professional development activities
- » Photos
- » Videos

### **Professionals**

Professionals from all walks of life create a career portfolio and stand out from the crowd when job searching.

They can collect:

- » Educational background and achievements
- » Employment and job history
- » Career objectives and goals
- » Skills, strengths and competencies
- » Professional artifacts

### **Suggestions for Creating an Effective e-Portfolio**

Below are the suggestions in developing an e-portfolio. You should consider these recommendations in order to create an effective portfolio.

- » Create individual portfolio pages and add content
- » Add your education and certifications
- » Upload important documents and photos
- » Embed videos and add links to outside sources
- » Showcase your experience and qualifications
- » Request endorsements from peers and colleagues
- » Add a guest book page for visitor comments
- » Display your interests and hobbies





### QUESTION #3

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Which of the following is not appropriate for putting in an e-portfolio?

- A. Publishing personal diary \*\*\*
- B. Your education and certifications
- C. Your experience and qualifications
- D. Adding a guest book page for visitor comments
- E. Your publications

 Check Yourself

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In this unit we have examined e-portfolio creating process, why we choose blogs for creating e-portfolio and The Impact of E-Portfolio on Students' Personal Development. Don't forget study unit 4 which includes detailed guide describes the steps of setting and creating an ePortfolio on wordpress.com.

# CHECK YOURSELF



## ANSWER #1

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The correct answer is E. There are 5 main process for creating an e-portfolio. They are Collection process, selection process, reflection process, projection process and connection process.

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## ANSWER #2

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The correct answer is E. Three of the competences express the superior features of blogs for creating e-portfolio.

Go Back



## ANSWER #3

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The correct answer is A. You mustn't share your privacy information with public. Furthermore, don't reveal personal data including contact detail like telephone numbers, address etc, any detail you wouldn't want the public to see.

Go Back



# E-Portfolio Practices

## 3

### WRITER



**UMIT KAPTI**



### CHAPTERS

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01. E-Portfolio Practices
02. Comparison of E-Portfolio Practices
03. The Assessment of e-Portfolio Applications
04. What gains do e-portfolios provide the young?
05. Result

# E-PORTFOLIO PRACTICES

With new media as mentioned in previous module, there has been a lot of changes. The lecturer and the student have changed; the roles, the outcomes and the efforts have also changed. With the new paradigm, cooperative learning adapted to the education and the social context. Information Technology (IT) evolution has an important role in the process of change. New methodologies, tools, objectives have emerged. EPortfolios, especially, have a contribution towards enhanced perception, learning of students and lecturers. Implementation of ePortfolio in the learning practice is required. EPortfolios can ensure awareness among students, enable them in their coursework and influence them in their learning process.

According to a survey in Turkey, the use of ePortfolios among primary school students learning English doesn't influence students' attitudes towards learning. It just improved their attitude towards exams. But outcomes of another survey carried out in Turkey among more than 300 5- and 8-grade students, 37 teachers and 92 parents, the findings were pretty positive. Besides the belief of the use of portfolio playing prominent roles in the assessment of students' progress, the findings showed that all three groups positively agreed with using portfolio in learning.

Another survey carried out in Scotland with 23 tutors pointed out that ePortfolios could encourage personal development and a more reflective approach to studies as well as assisting student transition and supporting assessments.

In Taiwan, a twelve-week study on seventy-two senior high school students was conducted. The aim of the study was to examine the validity and reliability of using ePortfolios for peer assessment. According to findings, the students lack evaluation skills and this is why the results are unreliable. In addition to this, it shows inconsistency between peer, teachers, and exam scores, which are not correlated or significant.



## YOUR TURN

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How would ePortfolios affect your career plans?

# COMPARISON OF E-PORTFOLIO PRACTICES

In Colorado, University of Denver (DU) supports individual, course, and community portfolios, as well as curriculum assessment. It is a homegrown ePortfolio system began during the late 90s. Users can post whatever they want on their e-portfolio Web sites. But if something is posted that runs counter to the university's use policies, it is removed. The system includes an important assessment management

component. The average size of an e-portfolio is 2-5 MB, but some has greater than 200 MB. there is no export or transportability model, as users receive their own URL and can use DUPC for life at cost. The system send e-mails to users automatically who haven't shown any activity for six months.

In Texas, University of Texas at San Antonio adopted a platform. The ePortfolio initiative targeted UTSA's teacher education program. Those working on the project have developed a number of portfolio system hierarchies -one for students and two for faculty. Hierarchies are contextual aids that provide the framework for including specific information in ePortfolios. The student hierarchy, for example, is designed to help preservice teachers see the connections between their education pathway and the mission of the college. UTSA is adapting as more users join the system and more artifacts are deposited in their ePortfolios. One challenge for them is that teachers are uploading large video files to only one ePortfolio server. Besides, groups such as career services becoming interested in the system. There is a committee to develop strategies to include other departments in the ePortfolio system.

EPortfolios are not just for students but as well as for teachers. University of Nebraska has implemented an ePortfolio system which is homegrown, Web-based, database-driven tool. It was basically for the teachers. Just like in UTSA, there is a consortium of human resource departments to outline the essential components of a professional ePortfolio. That would has:

- » A resume
- » Letters of recommendation
- » A list of references
- » A teaching philosophy statement from the beginning and end of a student-teacher's education;
- » Evidence of teaching, including a lesson package with objectives, procedures, standards, and assessments, a video of the student-teacher teaching lesson
- » Artifacts that demonstrate a student teacher's capabilities.

Let's give an example of a project. A project called Community Education has attached ePortfolio to the Professional Practice course. Students are supposed to record their learning plans, assessments, placement reports, reflections and more. A platform called PebblePad has provided a platform for them to do. Activities are either required or optional and besides developing a webpage, the creation of a CV is among the required activities. The advantage for students is to have easier access and manage their information in a more constructive manner. The disadvantage is that the students were the lack of technical knowledge. But this problem can be improved. We decided to take this disadvantage serious, and just to be cautious and to improve your technical skills and knowledge, we will give some directions on the next unite.



## YOUR TURN

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Make a little research to find out your university's studies on ePortfolios.

# THE ASSESSMENT OF E-PORTFOLIO APPLICATIONS

In consideration of the previous subjects, it is clear that students are obvious to add a new term to their vocabulary – it may be that they have already incorporated it and internalized it yet: This term is “E-portfolio”. Now we can estimate how important E-portfolio will be.

In fact, the E-portfolios are digital folders. In other words, the students can reflect, present and certify the learning and study processes. The experiences of working with E-portfolios have been already gained with Professor Heiner Barz at the University of Dusseldorf since 2010. E-portfolios at this university have been used for the purpose of pilot tests. If they are methodized well, the exact data can be collected for the exams. This is a proof of the fact that these E-portfolios are very sure acts.

These applications are widespread in the leading countries such as Austria, New Zealand, Switzerland, Australia, and USA. On the other hand, they have become widespread gradually in the other European countries. As the reason of this delay, Barz indicates that many universities are unconcerned with the reforms. There is not only a general technology hostility among the reasons; besides, they have stated that they worry about the fact that some students copy from them, by accessing the portfolios of the others. Isn't that exactly the purpose? they should see what you have done. It is clear that you don't have its content, when anyone sees your portfolio. You are already the owner of the information in that portfolio. The main target is to record the educational processes of student with the documents. The aim is not only to record documents but also to rearrange them profoundly and be enhanced with graphics or video materials. In addition, this may also be considered as the dissertation, in case this E-portfolio is properly prepared. In other words, the lecturer can make an assessment based on E-portfolio for the student's success. After the student completes his education, he can use his own E-portfolio, when he wants to make a job application. It should be known here that European Union evaluates E-portfolio as contemporary forms of the traditional job application documents. In this way, the mobility in European markets of soliciting businessmen can be increased.

Many schools have begun to certify or assess achievements of the students with the e-Portfolio. In fact, this phenomenon has been defined as “ Learning window”. Perhaps E-portfolio will be standardized, if it goes on spreading at this speed.



## YOUR TURN

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Do you believe that the E-portfolio will become common or standardized?  
And do you want to reflect yourself with your e-Portfolio?

When the importance of this issue examined, it is determined that the learning process based on E-portfolio pays attention to the students as a result of his doctoral thesis entitled “The Effect of Electronic Portfolio Learning Process on Learning Attitude and Learning Perception”. In addition, it has been shown that the process has encouraged the students to make efforts. Another research titled “Student Motivation in the E-portfolio process” tried to clear the effects of E-portfolio process emerged as a reflection of

influence of pedagogical and technological changes on educational practices on student's motivation. As a result, it has been shown that E-portfolio process positively effect student's motivation both in terms of sense of teaching and in terms of educational environment offered to the students.

E-portfolio should be supported and implemented in our educational life, that is so important to increase motivation, even if it increases only the motivation. Everyone should have their own e-portfolio; they allow us to see ourselves in our digital files.

## WHAT GAINS DO E-PORTFOLIOS PROVIDE THE YOUNG?

The E-portfolio has a significant contribution in pointing out our competences at the transitional stage from education life to working life. You can certify your studies with multimedia format, your achievements, learning effects and your perceptions with E-portfolio. On condition that the important information in these files are in suitable and adequate media formats, you store them not only for yourself, but also can make accessible for others selectively. The companies that seek employees and offices can easily find sufficient information related to their competencies and abilities thanks to E-portfolios and can find opportunities to have more information about employers apart from their fields. Therefore, the students prepare E-portfolios reflecting their competences related to their achievements inside and outside professions, after preparing E-portfolio aimed at technical and methodical-didactically reasonable objectives (the guidance). Thanks to E-portfolio, essential Unique Selling Propositions (USPs) or uniqueness of students become both visible and arguable. The male and female graduates can communicate beside their expert's assessment also her other achievements which are valuable for management functions about the E-portfolio.

As it is shown by these examples, the appearance of our competences both inside and outside professions will increase the possibility of acceptance for a job. As competence profiles of the applicants correspond to job qualifications, so greater success is reached. For this reason, the use of E-portfolio can provide a great help for them.

Especially, people can react sensitively in transitional period, in other words at the transitional stage from educational environment to workplace environment or in job change. The experience shows that people with E-portfolios have a more plausible and convincing appearance. The specialists from the departments of consultancy and human resources specify that people researching on E-portfolios can reflect themselves exactly, can present their competences and know exactly in which form her activity and occupational career can be developed.

## RESULT

This information indicates that E-Portfolio increases the self-reflecting capacity of trainees. In addition, both anyone, who prepares his/her own portfolio and anyone from the outside can be easily notice the situation and it is possible to take early precautions, because of comparing the current situation with

what we want to be in our career plans. This also motivate us and provides that we take action on reaching our goals and improving ourselves. In this case, the educators must be conscious and well-appointed to give feedback on these E-portfolios.

With these studies, we are able to realize our strengths, interests, goals and perspectives on life, and our action plans are shaped according to our realizations. The training and professional status are examined and reflected with family, leisure and education related to our life.

In order to enable us to reveal our strengths, we should find answers to the questions like what we do exactly, what we do regularly and whether we do anything fondly, or not. They should contain answers to questions such as which of the characters determines you and how others see you. You would rather than the others evaluate you, because it is realistic assessment and provides appearance of your strengths.

If you add your activities and delights under the title “my interest”, you can see works that you have done tastefully.

You set your goal ultimately. As the matter of fact, you determine the short-term and long-term goals and you give coverage to the subjects such as what you want to change in your life, what you want to learn here and what you want to do, you can take stock of your status in time. You create a space for evidences with report cards, documents, certificates.

Students have also used many programs such as presentation programs, word processing programs, pictures and video-editing programs in addition to the computer and internet usage in the E-portfolio process. The students in the field of information technology have enacted a more eager behavior to learn and use them, due to the fact that these programs are appropriate to their profession, trends and interests. On the other hand, no matter what their professions are, the desire and necessity of possession of basic computer knowledge have become motivational factors for the students in the field of electrical and electronic technology. As a result, it is thought that the process of E-portfolio assisted education is usable in vocational education, higher education, primary and secondary education.



## YOUR TURN

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What subjects do you want to prepare e-portfolio?

What should be the most important content to you?





# Your Turn

## 4

### WRITER



**SELIME GOC**



### CHAPTERS

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# E-PORTFOLIO: SOME ADVICE

Before starting any draft of zoning or design, you should keep in mind the purpose of your portfolio. An e-portfolio importance is crucial because it reflects who you are, what you can do and what you have already done. Creating an e-portfolio may seem stressful, but these tips will help you put together an e-portfolio.

## Choose a theme that fits your needs

With themes, you can easily change the look of your website without having to make changes to every detail and thus saves you time. There are plenty website building tools, but WordPress is one that looks good from the start. Just pick a theme that will allow you to structure your work in a way that is easy to navigate. the link below is an outstanding collection of the best portfolio WordPress themes for designers, photographers, artists, creative professionals, creative business and anyone else looking to showcase their work in high quality.

## Images

After you have chosen a theme, you should start thinking about the contents to include. Keep in mind that people love good images. As the famous phrase "Use a picture. It's worth a thousand words." (Flanders, 1911), complex idea can be conveyed with just a single still image or that an image of a subject conveys its meaning or essence more effectively than a description does (Wikipedia, 2016). Put a few image of your own or just browse Flickr for some free Creative Commons-Licensed images that relate to your work .

Make sure that the photos that will be used are cropped well and are meaningful and also have connection to your content.

## Fill It With Good Content

This may seem harsh, but just like the images above, you only want the best work on your ePortfolio. Things you will want to include:

- » Research papers (2-3 max unless they were published in an academic journal)
- » Presentations (1 or 2 PPTs, Voicethreads, or Prezis)
- » Descriptions of your internships and past work (keep them short and sweet)
- » A short Bio about yourself (employers want to see that you have personality, too!) (Meinke, 2012).

## Update The e-portfolio

Keep in that if someone want to hire you, the last thing he would want to see will be a project that you

abandoned. So to avoid this kind of situation, take time to clean and update your e-portfolio. Remember that employers like to see that you're up to date and staying current in your field.

## Connect via Social Media

Nowadays, more and more people use social media throughout the world. Professional use of social media (Twitter, Facebook, Google+, LinkedIn, etc) is growing and it's known that social media are a great tool to make connections with potential jobs. You must use this resource by transmitting a professional image and highlighting your competencies. So, Make all of your social media profiles point to the same places (ePortfolio).

## WHY WORDPRESS ?

WordPress is a tool for creating a website. Originally intended for the blog, it is now possible to design a very complex website. His administration is very simple, enabling anyone to create a website. WordPress, what exactly is it?

WordPress is a content management system (CMS), which like many of its competitors (Joomla, concrete5, Typo3, Drupal ...) allows to upload and manage a dynamic website based on technical torque PHP / MySQL . Specifically, WordPress allows you to create dynamic websites without writing code lines.

Initiated in 2003, WordPress is the CMS the most used in the world. There is a significant quantity of extensions to add functionality to your website. Today it represents more than 25% of existing internet sites.

WordPress is completely a free of charge and free system. WordPress is a free and completely free system. Its installation and use does not involve registration or subscription costs. This tool consists of hundreds of themes available and many are those that we can also use for free. WordPress plugins are also by the hundreds with new very regular additions. So this is a very economical way to create a website, while being able to rely on a result of both personal and professional. Unlike its competitors, WordPress is quite easy to use.

WordPress is extremely easy to use. Indeed, it can be very quickly configured and its ergonomic is particularly intuitive. The management of pages, themes, links, media and plugins is carried out very fluid and simplified manner. It is not necessary to have notions in html or building websites or to have a special gift for informatics or the graphics. The simplicity of its interface allows you to add text, images, menus and other gadgets in just a few clicks. In addition to easily manage the rights of different users, it classifies content section, subsections.

Indeed, whether you are novice or experienced, whether you edit a blog or a website, WordPress has an attractive panel of benefits.

The main advantages of WordPress

- » extremely simple installation;
- » very significant reputation;
- » documentation very supplied;

- » enormous online resources, if you encounter a problem, a web search will immediately give you a solution;
- » choice of wide themes graphics, free of the highly accomplished professional;
- » library rich extensions;
- » simplicity of content management.

As previously announced, WordPress was used to create blogs but the finding is quite different today. Example of a small list of what is achievable with WordPress:

- » a Blog, a Showcase site, e-Commerce;
- » a Forum, a site of classified ads;
- » an online Magazine;
- » a platform of exchange;
- » a Wiki;
- » a social network, an Intranet.

WordPress is known as one of the most effective tools to deliver a great SEO publications in the search engines. With some knowledge of SEO, the user can generate a good traffic to their website or blog designed on WordPress.

WordPress offers adaptive blogs and websites, ie your edition can be played on any digital medium such as a computer, tablet or smartphone.

Thus with WordPress, several million websites were created. This number can be explained by its usability but also by the team which is providing the many updates and improvements over time.

## **RESUME**

- » WordPress is free, Copyright free
- » The WordPress community is one of the most developed and active on the web
  - » Constant evolution of CMS
  - » Over 20,000 extensions and functionalities
  - » A huge theme /template database
  - » Many help forums and support
  - » Very easy to find a developer or administrator / webmaster
- » This CMS is simplified to the maximum
  - » Fast installation and configuration (less than 30 minutes)
  - » Respect of web standards and ergonomoy
  - » Management of pages, themes, links, media
  - » Optimized for natural search (SEO) and social (SMO)
  - » Management of Advanced users
  - » Simplified management of security
- » Extremely flexible and adaptable CMS

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